

HISTORIC LANDMARKS COMMISSION

JANUARY 8, 2015



**THE REGULAR MEETING WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
SUFFOLK CITY HALL**

**NOTE: IF YOU CANNOT ATTEND THIS MEETING, PLEASE CALL
THE DEPARTMENT OF PLANNING
BY 12:00 NOON, WEDNESDAY, January 7, 2015
514-4060**

**RANDY HICKS
CHAIRMAN**

**PREPARED BY THE CITY OF SUFFOLK
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

DIVISION OF PLANNING

AGENDA
Historic Landmarks Commission Meeting
Thursday, January 8, 2015
9:00 a.m.

- I. Call to Order: Chairman
- II. Roll Call
- III. Approval of the Minutes of December 11, 2014.
- IV. Election of Vice-Chairman
- V. New Business
 - A. **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2014-46**, submitted by Norbert and Garon Trojanowski, applicant and property owner, for the after-the-fact change in materials for the repair or replacement of an existing metal shingle roof and associated exterior renovations of an existing structure located at 106 Brewer Avenue. The property is further identified as Zoning Map 34G17 Block (2) B Parcel(s) 6, Suffolk Voting Borough, and is zoned RM (Residential Medium District), and HC (Historic Conservation Overlay District).
- VI. Staff Reports
 - A. Enforcement Update
 - B. Administrative Approvals
- VII. Adjournment



MINUTES
HISTORIC LANDMARKS COMMISSION

December 11, 2014

9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, December 11, 2014, 9:00 a.m., in the Council Chambers of the City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

Susan Coley
John Faircloth
Randy Hicks, Chairman
Edward King
Geraldine Outterbridge
Merritt Draper

STAFF:

Robert Goumas, Assistant Director of Planning
Karla Williams, Associate City Attorney
Shanda Davenport, Current Planning Manager
Thomas Jordan, Planner II
Jillian Scott, Office Assistant II

MEMBERS ABSENT:

Walter Boyette
Amy Stone

The meeting was called to order by Chairman Hicks. The roll was called by Mr. Goumas and the Chairman was informed that a quorum was present. The minutes of the previous meeting were approved as presented. The Chairman noted the time limits for public hearings are ten (10) minutes for proponents, fifteen (15) minutes for opponents, and five (5) minutes for rebuttal.

NEW BUSINESS

REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2014-45, submitted by Gerry Jones, Director of Capital Programs and Buildings, agent for, City of Suffolk, Virginia, applicant and property owner, for the demolition of three existing residential structures located at 407 W. Washington Street, 409 W. Washington Street, and 413 W. Washington Street; and further identified as Zoning Map 34G17 Block (A) Parcel 189, 34G17 Block (A) Parcel 190, and 34G17 Block (A) Parcel 191, respectively, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).

The first item of business was introduced by the Chairman, followed by a staff report by Shanda Davenport, Current Planning Manager. Ms. Davenport stated that the request is for the demolition of three adjacent residential structures in order to allow the construction of a new municipal library and its associated features. All of the structures are deemed contributing to the district. The property is part of the 2004 West End District Expansion and is located along the W. Washington Street Entry Corridor. All three structures are sited close to the street, unlike other residential structures along the corridor. The properties are collectively bounded by Lee Street on the east and a commercial parking lot to the west. Historic buildings are irreplaceable community assets, and with each succeeding demolition or removal, the integrity and character of the district is further eroded. Consequently, the decision to demolish or remove historic structures must be carefully considered and all alternatives explored. Ms. Davenport provided a synopsis of the three addresses to be considered:

407 W. Washington Street – This dwelling is a two-story, three-bay, frame, side-gable dwelling with some Late Greek Revival style elements and dates from 1900. There is a two-

story ell off the rear of the main block as well as a one-story, gabled roof addition off the rear ell. The house retains its original weatherboard siding and six-over-six double-hung sash windows. The side-hall plan of the house is indicated by the location of the entry door, with transom and sidelight, in the left bay. There is an attached one-story, hipped-roof porch which is supported by chamfered posts and simple balustrade.

409 W. Washington Street – This vernacular-style dwelling is a two-story, three-bay, frame, side-gable dwelling was constructed around 1890. There is a two-story shed roof addition off the rear. The house retains its original weatherboard siding, six-over-six, four-over-four and two-over-two double-hung sash windows. There is an attached two-story, shed-roof porch which is supported by Doric columns.

413 W. Washington Street – This Italianate-style dwelling is a two-story, three-bay, frame, side-gable dwelling was constructed around 1880 and was last used as a two-unit apartment house. There are multiple additions off the rear of the house including a two-story shed roof addition, a two-story gable roofed ell and a one-story side-gable section. The house retains its original weatherboard siding, six-over-six, four-over-four and two-over-two double-hung sash windows, and decorative brackets. There is an attached two-story, shed roof porch which is supported by Doric columns on the first level and square replacement posts on the second level. The original porch balustrade remains on the first level; the balustrade on the second level has been replaced.

Ms. Davenport stated that the demolition of structures within the Suffolk Historic Conservation Overlay District is discussed in Section 31-413(l), of the UDO which speaks to structures designated as having substantial public interest. The specific guidance for determining whether or not to approve the demolition of a structure within the historic

district is found in Chapter 8, Section C, Guidelines for the Consideration of Demolishing or Moving Buildings of the Suffolk Historic District Design Guidelines. Ms. Davenport examined several questions in regard to the requested demolition:

Are the structures Architecturally Significant?

Yes, each structure is contributing to the period of significance of the District and the three building are some of the few remaining side-hall plan homes in the district, particularly along the main entry corridors. The buildings are not however unique nor constructed of rare or uncommon materials.

Is the structure of historical significance?

No, these structures and site are not known to have any historical significance nor any association with any event or person of historical significance.

Is relocation a practical alternative?

No, the applicant has offered the structures at a nominal cost to any parties interested in purchasing the properties to relocate and rehabilitate. No offers have been presented. Furthermore, the structural assessment provides an overview of each structure, indicating that all three structures are in need of significant structural repairs and each would require reconstruction of major structural systems. While all of the structures appear to be currently stable; relocation would be complicated by the structural condition of the structures.

Ms. Davenport stated that the applicant has provided a structural analysis of the properties as well as a narrative addressing the criteria contained in the Historic District Guidelines. Staff concurs with the analysis provided by the applicant. The applicant has indicated that the demolition of the structures is needed to allow the construction of a new municipal library

and its associated site features. This site is supportive of the City's goal of a vibrant revitalized Downtown. The success of the City's efforts will have a direct positive impact on the Historic District. Demolition of a structure may be justified when the proposed new development with which it will be replaced is of greater significance to the preservation of the district than retention of the existing structure. The loss of the structures will have an effect on the historic character of the district; however the new development will be compatible, appropriate and beneficial to the district. The applicant has offered the properties for sale to a buyer who could relocate the structures. No offers of purchase have been received. While these structures are within both the local Historic Overlay District and the National Register District, the urban fabric of W. Washington Street as it proceeds west was not deemed cohesive enough to justify its inclusion in the National Register District. The continued expansion of the municipal core, initiated by the construction of the new City Hall, will be a healthy catalyst for renovation and rehabilitation efforts throughout the district. The overriding public interest will best be served by the creation of a strong contextually appropriate municipal core as opposed to the interest that is served by the retention of the structures at 407, 409, and 413 W. Washington Street. While the properties are identified as landmarks, they are not associated with any specific event or person. The retention of the three individual structures would be a deterrent to a major improvement program that will be of substantial benefit to the district and the public. Therefore, staff recommended that the demolition of 407, 409, and 413 W. Washington Street be permitted.

The public hearing was opened.

Speaking in favor of the request was Gerry Jones, Director of Capital Programs & Buildings. Mr. Jones stated that the ultimate purpose of the project was for municipal function for the location of the central library. Mr. Jones stated that back in March, the city advertised the properties for sale to the general public, and only received one inquiry but no offers on the properties. Mr. Jones stated that the properties are in poor structural condition and of no use to the city and public safety could become an issue. Mr. Jones stated that the engineering firm for the project was in attendance and he would answer any questions the Commission may have.

There being no more speakers in favor or in opposition, the public hearing was closed.

After discussion by the Commission, a motion approving the noted actions was made by Commissioner Faircloth. The motion was seconded by Commissioner Outterbridge and approved by a recorded vote of 6-0.

New Business: Enforcement Update

Donald Bennett, (Planning & Community Development) gave an update on the enforcement actions taken by Community Development for the following properties:

212 ½ Pearl Street – case continued until January 8, 2015

128 Pinner Street - property fined \$1,400.00

209 Pinner Street – resent out notice to property owner

Chairman Hicks stated that the election of the new vice-chairman should take place at next month's meeting.

There being no further business, the meeting was adjourned at 9:16 a.m.

HISTORIC LANDMARKS COMMISSION



December 11, 2014

Motion: Faircloth

2nd: Outterbridge

TO: Approve
Application

ATTENDANCE

HC-2014-45

VOTE: 6-0

COMMISSIONERS

PRESENT

ABSENT

YES

NO

Boyette, Walter

X

Coley, Susan M.

X

X

Draper, Merritt

X

X

Stone, Amy

X

Faircloth, John

X

X

King, Edward L.

X

X

Outterbridge, Geraldine

X

X

Hicks, Randy,
Chairman

X

X

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DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT

Division of Planning

CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

January 8, 2015

Suffolk Historic Landmarks Commission
City of Suffolk, Virginia

Subject: Election of Vice Chairman

Dear Commissioners,

As discussed at the December 11, 2014 meeting, please be advised that the Historic Landmarks Commission is scheduled to elect the Vice Chairman from among the appointed members.

Sincerely,

Robert P. Goumas, AICP
Assistant Director of Planning

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CITY OF SUFFOLK

442 W. WASHINGTON ST., P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT

Division of Planning

To: Historic Landmarks Commission

From: Thomas Jordan, AICP, Planner II

Date: January 8, 2015

Subject: **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2014-46**, submitted by Norbert and Garon Trojanowski, applicant and property owner, for the after-the-fact change in materials for replacement of an existing metal shingle roof and associated exterior renovations of an existing structure located at 106 Brewer Avenue. The property is further identified as Zoning Map 34G17 Block (2) B Parcel(s) 6, Suffolk Voting Borough, and is zoned RM (Residential Medium District), and HC (Historic Conservation Overlay District).

STAFF REPORT

Overview of the Subject Property and Surrounding Area

The structure located at 106 Brewer Avenue is a single-family home. It is a two and a half-story frame dwelling estimated to be constructed between 1895 – 1910. The contributing dwelling was constructed in the Queen Anne architectural style. Notable features of the main dwelling as described in the Department of Historic Resources (DHR) reconnaissance survey include: an off-center entrance with a three-light transom, an exterior end chimney which pierces the roof of a cut-away bay window on the second story, two bays on the second story which are inset, and a paladian window on the front gable ends. The property was included in the district as part of the 2004 West End District boundary expansion.

Case History

HC2013-018AD - Replacement of porch deck and structural support with like material.

HC2014-033 - Replacement of existing metal shingle primary roof and asphalt shingle porch roof, installation of screen door and exterior window screens, and repaint existing dwelling.

On November 13, 2014 the applicant received authorization from the Historic Landmarks Commission (HLC) for the replacement of an existing metal Victorian shingle roof on the main dwelling and asphalt shingled roof on the porch with a standing seam metal roof. The applicant's proposal requested utilization of an exposed fastener metal panel roof system. However, the Historic Landmark Commission modified the request and authorized the installation of a standing seam metal roof with concealed fasteners. Standing seam metal was identified as a more appropriate and durable material for a wood frame dwelling in addition to being in greater conformance with the character of the historic district.

Subsequent to the issuance of the noted Certificate of Appropriateness by the Commission, the applicant proceeded to install an asphalt shingle roof on the subject property. This was performed without the benefit of a Certificate of Appropriateness.

In addition to replacing the roof, a site inspection has further identified two (2) interior brick chimneys have been removed as part of the roof replacement. The prior and existing conditions of the single-family dwelling can be seen in the attached exhibits.

Proposed Action

The applicant is requesting approval for the after-the-fact replacement of a metal Victorian shingle roof on the main dwelling and asphalt shingled roof on the porch. The replacement roof material is a dimensional asphalt shingle.

The applicant also removed an interior brick chimney as part of the roof replacement.

As part of the overall application request the applicant is requesting administrative approval to install a new wood privacy fence in the side and rear yards. The proposed fence will utilize a stockade style picket in a 6' height and be required to be painted.

Public Notice

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

Applicable Regulations and Analysis

- A. Unified Development Ordinance
 - 1. Section 31-413(f)(1), Certificate of Appropriateness: Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration, or improvement unless and until a Certificate of Appropriateness has been issued.
 - 2. Section 31-413(g)(2), General Considerations
 - A. The compatibility with the design, development standards and criteria as included in the City's adopted Historic District Design Guidelines.
 - C. The historical or architectural value and significance of the building,

structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.

- E. The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.

- 3. Section 31-413(g)(7), Approval of Major Action by the HLC: (v) Any alteration to exterior materials or color of materials

B. Suffolk Historic District Design Guidelines

- 1. Chapter 1, Section E, Categories of Significance with the Historic Conservation Overlay District, Contributing Structures: Historic or non-historic structures contribute to the overall historic character of the historic district through the compatibility of their design, character, scale, material, and detailing. They are not, however, significant enough to be designated as landmarks.
- 2. Chapter 1, Section F, Goals with the Historic Conservation Overlay District:
 - Continued use of historic buildings
 - Appropriate design of additions and alterations for buildings
- 3. Chapter 2, Section E, Certificate of Appropriateness: A Certificate of Appropriateness is similar to a building permit in that it is required whenever the exterior appearance of any structure in the Historic Conservation Overlay District, as viewed from any street or public way, is erected, altered, or improved.
- 4. Chapter 5, Section I.1, Roofs - Design: Roof designs vary considerably within the Historic Conservation Overlay District and are one of the key character defining elements of the style of the house. The type of roof covering is also important in defining the character, formality, stature, and texture of the house and the street. Consequently, historic roofing materials should be preserved and maintained.
- 5. Chapter 5, Section I.4, Preserve Historic Roof Materials: When replacing a roof, original materials should be matched as closely as possible in order to avoid altering the building's appearance.
- 6. Chapter 5, Section I.9, Roof – Condition Statement: A signed statement, with exhibits, from a licensed general contractor stating the condition of the existing roof, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement is required as supporting documentation.

Staff Analysis

The guidelines identify that roof designs vary considerably within the Historic Conservation Overlay District and are one of the key character defining elements of the style of the house. Furthermore, roofs are important in defining the character, formality, stature, and texture of the house and the street.

While the guidelines provide clear guidance regarding matching original materials as closely as possible when replacing a roof it does not provide guidance regarding the style of roof replacement. The style of the roof can be as important or even more significant in defining the character of the house. The previous Victorian shingle roof on the dwelling resulted in a simulated fishscale appearance on the roof.

The applicant is requesting approval for the after-the-fact replacement of a metal Victorian shingle roof on the main dwelling and asphalt shingled roof on the porch. As part of the original application the applicant submitted a condition statement from the contractor which stated the original roof had reached the end of its useful lifespan and is suffered from continual leaks resulting in structural and interior damage to the home. Given the age and condition of the existing roof its replacement was found to be appropriate at the November public hearing.

The original proposal for the installation of an exposed fastener metal replacement was modified by the Historic Landmarks Commission to authorize a standing seam metal roof. The standing seam metal roof was identified as a more appropriate and durable material for a wood frame dwelling in addition to being in greater conformance with the character of the historic district.

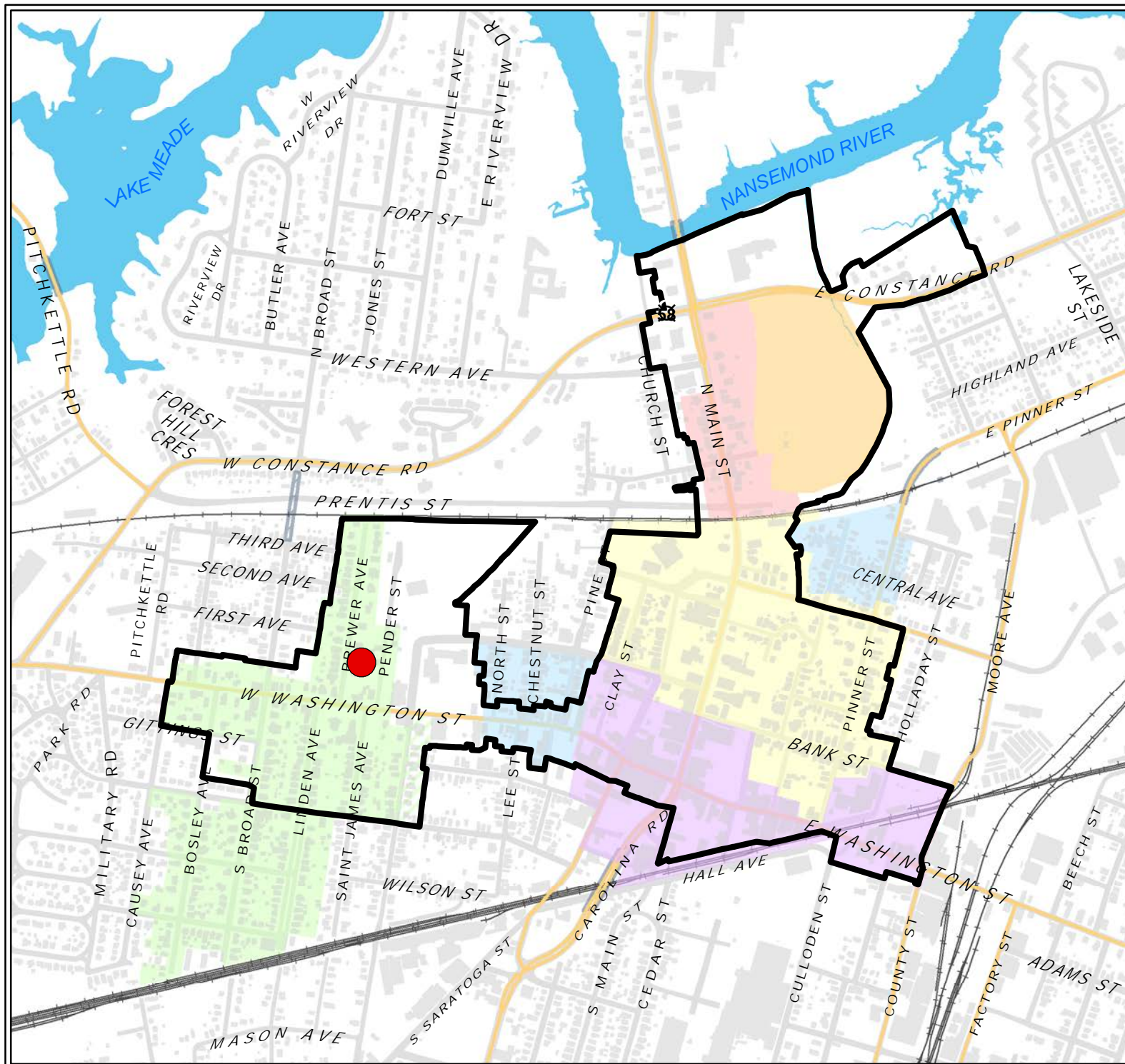
Subsequent to this action, the applicant proceeded with the installation of an asphalt shingled roof and the removal of two (2) interior brick chimneys. The shingles utilized by the applicant are from the GAF Materials Corporation's Timberline Roof Shingles series. Dimension shingles such as these have been utilized throughout the historic district for roof replacements. Asphalt shingles are the predominate roof covering found along Brewer Avenue.

The Suffolk Historic District Design Guidelines recommend that historic roof elements such as chimneys and roof ornamentation that contribute to the style and character of the building shall be retained. Since the chimneys were internal to the structure, the visual impacts of removing the structures are minimal. While two of the three brick chimneys were removed the prominent exterior end chimney was not impacted by construction. No documentation was submitted supporting the need to remove the two (2) interior brick chimneys. However, internal chimneys are common routes for water to seep into structures which can contribute to the degradation of the overall structural integrity of the building.

Summary and Recommendations

It is staff's position the criteria of Chapter 5, Section I, Roofs, of the Historic District Design Guidelines have been generally satisfied. Based on the above findings-of-fact, staff recommends the following actions with regard to the requests outlined in HC2014-46:

1. The after-the-fact replacement of the metal shingle roof and asphalt shingle porch roof with a dimensional asphalt shingle from GAF Materials Corporation's Timberline Shingle series and the removal of two (2) interior brick chimneys.
2. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.



Suffolk Historic & Cultural Overlay District & National Register Historic Districts

HC46-14

LEGEND

Suffolk Historic & Cultural Conservation Overlay

NATIONAL REGISTER HISTORIC DISTRICTS

- Original Suffolk District (1987)
- North Main Street Extension District (1998)
- East Washington Street District (2002)
- West End District (2004)
- West End District Expansion (2004)
- Suffolk District Expansion (2004)
- Cedar Hill Cemetery (2006)

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The City of Suffolk assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.

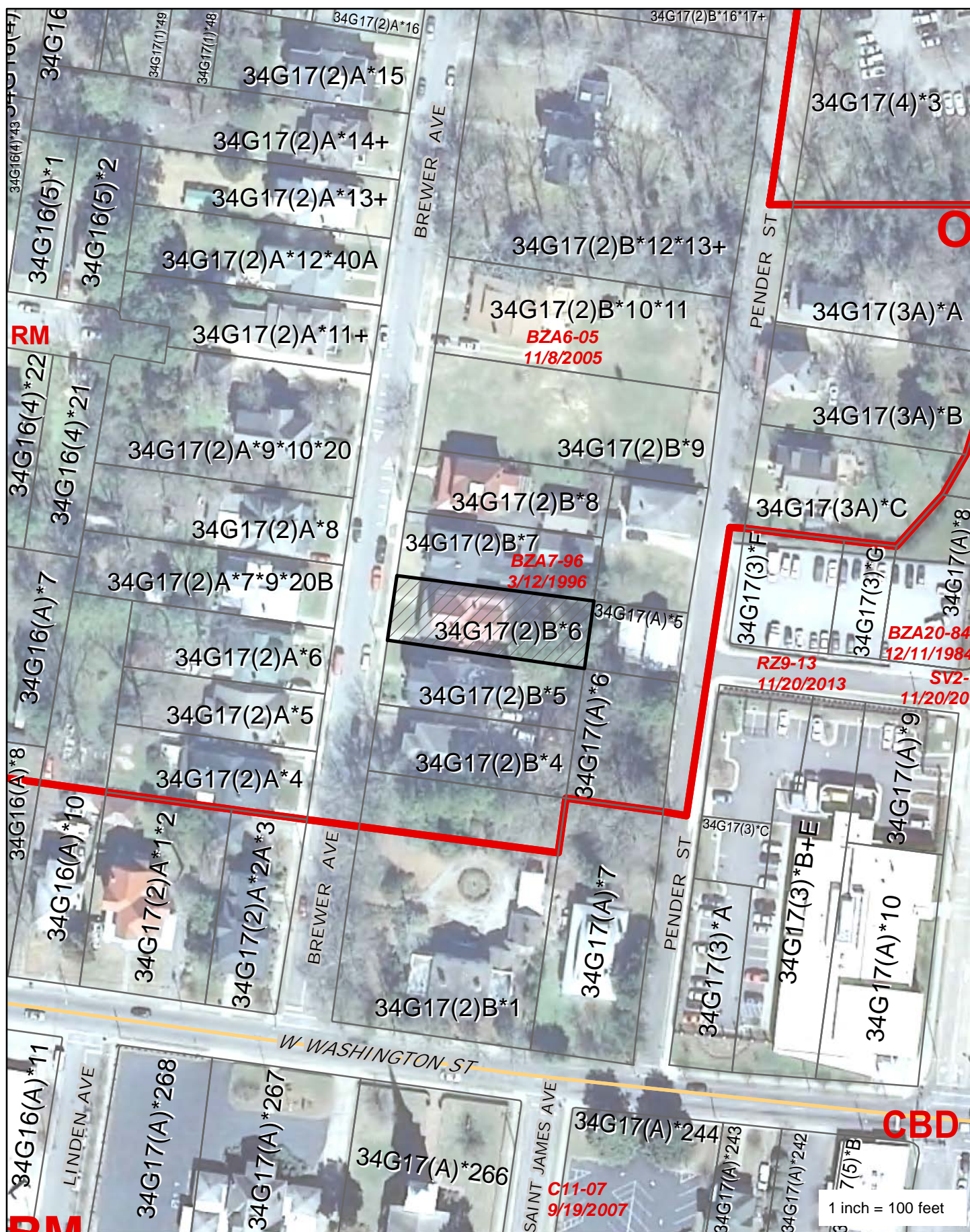
Parcel and Zoning information has been developed to provide a graphic representation of the Real Estate Property Tax Maps. The boundaries of any parcel may have been adjusted to provide a more visually pleasing presentation. User should refer to instrument of transfer (deed or plat) for legal boundary location and perimeter or area measurements.

Aerial Photography captured March 1999. A limited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.

1

1:12,000
1 inch = 1,000 feet

HC46-14 ZONING / LAND USE MAP







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HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2014-33AD

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 106 Brewer Avenue

Property Owner: Norbert and Geron Trojanowski

Property Owner's Address: 106 Brewer Ave., Suffolk, VA. 23434

Property Zoning Map Identification: 34G17(2)B*6

Property Zoning: RM, Residential Medium Density District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Installation of exterior screen doors and window screens.
2. The two screen doors shall be constructed of wood painted white with nylon mesh screens.
3. The windows screens shall be constructed of wood painted white with nylon mesh screens.
4. The main body of the house will be painted Palace Chambers Yellow Medium (CW314), the trim will be painted white, and the exterior doors will be painted Nelson House Blue (CW607) from the Pratt and Lambert Williamsburg Color Collection (or equivalent).
5. Any additional exterior improvements shall require a Certificate of Appropriateness.
6. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed:

Patricia Southard
(Zoning Administrator)

Date:

12/9/14

Signed:

[Signature]
(HLC Secretary)

Date:

11/13/14



HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2014-42AD

THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 201 Market St.

Property Owner: Legacy Property Assets LLC.

Property Owner's Address: 201 Market St., Suffolk, VA. 23434

Property Zoning Map Identification: 34G18(A)*332

Property Zoning: CBD, Central Business District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Installation of an 8"x 5" sq. ft. sign insert within an existing non-illuminated building mounted frame.
2. The PVC-foam board sign will utilize white for the background color with China Closet Red (CW103), Robert Carter Plum (CW101), Barraud House Blue (CW608), and Everard Chamber Blue (CW609) for the lettering and logo from the Pratt and Lambert Williamsburg Color Collection or equivalent.
3. Any additional exterior improvements shall require a Certificate of Appropriateness.
4. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Patricia Southard
(Zoning Administrator)

Date: 12/11/14

Signed: [Signature]
(HLC Secretary)

Date: 12/11/14



HISTORIC CONSERVATION OVERLAY DISTRICT
GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2014-44AD

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 111-119 West Washington Street

Property Owner: One Eleven W Washington St, LLC

Property Owner's Address: 147 W Washington Street

Property Zoning Map Identification: Zoning Map 34G18(4)*A

Property Zoning: CBD, Central Business District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

Installation of Window Signs subject to the following:

1. Window signs to be Black and Red (CW102 – Raleigh Tavern Chinese Red/Williamsburg Collection).
2. There shall be four (4) signs which are each three (3) square feet in area each mounted on a storefront and one (1) sign which is six (6) feet in area on the large center storefront.
3. Any required permits shall be obtained from the Community Development Division.
4. Any additional exterior improvements shall require a Certificate of Appropriateness.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: _____

(Zoning Administrator)

Date: _____

12/4/14

Signed: _____

(HLC Secretary)

Date: _____

12/3/14